



WARWICK TOWN COUNCIL

Court House
Jury Street
WARWICK
CV34 4EW
Tel: 01926 411694

Jayne Topham
Town Clerk

FINANCE & POLICY COMMITTEE

NOTICE IS HEREBY GIVEN that the next meeting of the **FINANCE & POLICY COMMITTEE** of **WARWICK TOWN COUNCIL** will be held in the Council Chamber, The Court House, Jury Street, Warwick on Thursday **12th January 2017** commencing at **6.30pm**

Committee Membership:

Councillor M Ashford
Councillor Mrs D Da Cruz
Councillor PS Birdi
The Mayor (Ex Officio)

Councillor M Littlejohn
Councillor Mrs M Grainger Councillor G Guest (Chair)
Councillor T Morris

AGENDA

- 1. Apologies**
- 2. Declarations of Personal and Prejudicial Interests.**

Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a prejudicial interest, the Member must withdraw from the room unless one of the exceptions applies.
- 3. Minutes of the meeting held on 5th October 2016** – minutes to be signed
- 4. Schedule of Accounts already paid & received** – October, November & December 2016 (reports attached)

5. **Staffing** – for information only Town Clerk to report.

HR Consultant
Leamington Tourist information Centre
Chaplin
Custodian/Chauffeur role – review hours of role.

6. **Disciplinary Policy** – proposed for adoption (see attached)

7. **Grievance Policy** – proposed for adoption (see attached)

8. **Absence Policy** - proposed for adoption (see attached).

9. **Ballroom curtains** – Town clerk to advise

10. **Sound System in Ballroom** – improvements needed to enable full functioning. -Town Clerk to advise. (See attached quotation).

11. **Actual v Budget to end of December 2016** – (see attached)

12. **Budgets 2017/18** – discuss precept requirements

13. **Warwick TIC Stock** – review results stock take – Town Clerk to report.

14. **Unlocking Warwick to be adopted onto Community & Culture** – agreement requested.

15. **Councillors email addresses** – determine the need for standard Warwick Town Council

16. **Review proposed Council meeting dates for 2017** – (see attached document)

Signed:

Jayne Topham

6th January 2017